



Introduction

Questions and comments may be answered at 1-877-201-4721.

December 1, 2002

INTRODUCTION TO THE HOME ASSESSMENT VALIDATION AND ENTRY (HAVEN) SYSTEM SOFTWARE

HAVEN Software

Enclosed is the Production Version 6.0 of the OASIS Home Assessment Validation and Entry (HAVEN) System. The installation CD contains the full complement of OASIS software files (uncompressed) used for installation. README.TXT explains how to install the OASIS software from the CD. The software is now available only as a 32-bit version. See the README.TXT document for more information.

Please note that removal of previous versions is NOT recommended before installing Version 6.0 as this would result in the loss of all collected data.

In addition to the software, the CD contains documentation in Adobe Acrobat PDF format. The following documentation is included:

- an electronic version of this introduction (HHAINTRO.PDF);
- answers to frequently asked questions (FAQ.PDF);
- the release notes (RELNOTES.PDF)
- the system reference manual (HHAHELP32.PDF).
- documentation regarding the Medicare Data Communication Network (MDCN.PDF);
- answers to frequently asked questions regarding OASIS (OASISFAQ.PDF)
- the HAVEN Help Desk Notes (HELPDESK.PDF) and
- a Quick Reference version of the HAVEN Help Desk Notes (QUICKREF.PDF).

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All of the documentation is located in the DOCS subdirectory of the CD. In addition, under the DOCS subdirectory are two other subdirectories: 1) the FEDREG subdirectory which contains the Federal Register notices in Adobe Acrobat PDF format and 2) the REGS subdirectory which contains the OASIS regulations in Adobe Acrobat PDF format. Copies of the Adobe Acrobat Reader software for the 32-bit (Windows 95/98/ME/NT/2000/XP) platform are provided to enable users to read and print the .PDF files. The installation files are located in the ACROBAT subdirectory of the CD. For further information on Adobe Acrobat software and files, visit www.adobe.com.

A copy of the MDCN dialer software, which establishes a connection to the MDCN, is available in the DIALER subdirectory. A copy of the Netscape Navigator 4.08 Internet browser software is available in the NETSCAPE directory.

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CMS strongly recommends that each home health agency that uses HAVEN install this revised version of the software. CMS has incorporated into the HAVEN Version 6.0 software, the updated Data Submission Specifications Version 1.30. Therefore, HAVEN 6.0 has implemented the reduced burden specifications for assessment types 04 and 05. In addition, assessment types 02 and 10 have been eliminated.

Once installed on an agency's computer system, support for Data Submission Specification Version 1.20 is still available; however, legacy assessment types 02 and 10 can no longer be exported. Legacy support for Data Submission Specification Versions 1.04 and 1.10 is only available for viewing and printing assessments. See the Release Notes (RELNOTES.PDF) for further information on the operation of HAVEN 6.0 with the various specifications.

HHAs can install HAVEN Version 6.0 from a compact disc or download it from the OASIS Internet site (<http://www.cms.hhs.gov/oasis/havensof.asp>). HHAs may choose to use HAVEN 6.0 or use private vendor software that meets the updated CMS Data Submission Specifications Version 1.30.

SYSTEM OVERVIEW

This release contains system setup, data entry, import/export, reports, and archive/restore functionality. In addition, HAVEN includes enhancements to allow it to operate in a network environment. Each component is described below.

System Setup. This component enables the home health agency to identify agency, employee and patient information used throughout the OASIS HAVEN System software. The agency information is used to pre-populate certain assessment variables as well as generate data fields required for the export process. The employee information establishes system security. The patient data pre-populates certain assessment variables in order to reduce redundant data entry.

Data Entry. This component includes the OASIS HAVEN Management Screen as well as all of the data entry screens that comprise the various assessments completed by agencies. The OASIS HAVEN Management Screen enables the user to select or add the patient and assessment of interest. (Note that adding an assessment activates the Reasons For Assessment screen, which impacts rules of operation for the current assessment.) Correct sequencing of assessments is enforced in accordance with the *OASIS-B1 Data Specifications* documentation.

Once an assessment has been selected, the user may perform data entry. Upon exiting data entry, error checking is performed and the results are displayed to the user. Afterward, an assessment status screen is presented that enables the user to specify the current state of the assessment, in accordance with the results of the error check process as well as the rules documented in the *OASIS-B1 Data Specifications*.

Corrections can be made to assessments that have been previously completed, locked and exported. The user can specify the type of correction (e.g., inactivation), and make the necessary changes. HAVEN enforces the correction policy described in the *OASIS-B1 Data Specifications*.

Import/Export. This component, available only to the system administrator, enables OASIS data to be moved in and out of the database. Note that incoming OASIS data will not be accepted if assessments are not in correct sequential order.

The export function creates a file of OASIS data to be sent to the State in the format specified by the Data Record Layout (i.e., a 1,448-byte string). Conversely, the import function allows Data Record Layout files to be migrated into the OASIS database.

Reports. This component gives the user the capability to create reports for any desired assessment. Each report contains all of the fields and associated values for an assessment.

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Archive/Restore. This component, available only to the system administrator, gives the user the capability to archive assessment records for patients who no longer need to be in the system. This feature is important for two reasons: 1) to maintain the number of patients in the system at a manageable level and 2) to reduce the number of records in the HHA.MDB. Because HAVEN utilizes a Microsoft Access database for storage, the system will experience degradation in performance and reliability if the number of records in the database becomes too large.

Network Environment. Although HAVEN is designed as a stand-alone application, it includes enhancements that should allow it to operate in a network environment. See the README.TXT and the System Reference Manual for more details.

SOFTWARE UPDATES

OASIS HAVEN software may be adjusted over time to incorporate changes in system components as well as to incorporate bug fixes. Adjustments will be posted to the HAVEN Data Entry Software Web page on the CMS Web site at <http://www.cms.hhs.gov/oasis/havensof.asp> and on the OASIS State Systems.

SUBMISSION OF SOFTWARE ERROR REPORTS

If a software error is encountered, it is recommended that an attempt be made to duplicate the error on another assessment (or employee or patient) prior to reporting the error. This duplication can be helpful in determining whether the software error is recurring across assessments (or employees or patients).

Any software errors discovered should be reported to the HAVEN Help Desk as soon as possible after discovery. Please submit the following information for each software error:

- Name and telephone number of the user;
- Software error message (if applicable);
- Screen or title bar of window where the software error occurred;
- The sequence of events prior to encountering the software error; and
- Hardware configuration (e.g., Pentium-4, 32 megabytes of RAM, etc.)

CONTACT INFORMATION

For questions about this release or further assistance with the HAVEN System, please call the HAVEN Help Desk at 1-877-201-4721 from 7 AM – 7 PM Central Time or send e-mail to haven_help@ifmc.org.

Additional information about the OASIS HAVEN System also can be obtained at <http://www.cms.hhs.gov/oasis/havensof.asp>.